

Effective Date: March 12, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

CENTRAL PAYROLL SYSTEMS COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional administrative positions in the Department of Administration's Central Payroll Processing Center. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions in this classification are professional administrative positions located within the Department of Administration's Central Payroll Processing Center that administer and develop the payroll and leave accounting processing activities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are, for a majority of the time, engaged in the administration of a state agency's payroll function and are more appropriately classified as Payroll and Benefits Specialist, Payroll and Benefits Coordinator.
3. Positions which are, for a majority of the time, engaged in coordinating major payroll data processing functions outside of the DOA Central Payroll Processing Center and are more appropriately classified as Payroll and Benefit Systems Coordinator.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITIONS

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Positions in this classification perform complex payroll and/or benefit related functions by coordinating major payroll data processing functions located within the Department of Administration's Central Payroll Center. Positions direct the day-to-day administration of the center and act as primary liaison/consultant for all user agency payroll staff consisting of 50 agencies, 15 different collective bargaining agreements and more than 35,000 employees. This position manages the technical operational activities of the processing center on an enterprise-wide basis and acts as the primary technical systems expert. Positions are responsible for policy development and administrative of complex payroll and benefits programs and computing systems. In order to meet this definition, positions must perform these job duties a primary portion of time (90% or more).

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000, in order to accommodate the expansion of the broad band pay structure effective on that date. The classification's creation was announced in Bulletin CLR/SC-109 and replaces the Payroll and Benefit Systems Coordinator 2-Confidential classification that was abolished on the same date and also announced in Bulletin CLR/SC-109.

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